

# **MINUTES OF MEETING**

## **RHODE ISLAND AIRPORT CORPORATION**

### **OPERATIONS AND CAPITAL COMMITTEE MEETING**

**Wednesday, July 20, 2005**

**3:00 p.m.**

**in the Mary Brennan Board Room, T. F. Green Airport, Warwick,  
Rhode Island**

**The meeting of the Rhode Island Airport Corporation (“Corporation”) Operations and Capital Committee was called to order by Chairman, James Forte, at 3:02 p.m., in the Mary Brennan Board Room, T. F. Green Airport, Warwick, Rhode Island, in accordance with the notice duly posted pursuant to the Open Meetings Law.**

**COMMITTEE MEMBERS PRESENT: James Forte, Joseph Cianciolo, Robert Sangster.**

**BOARD MEMBER PRESENT: Kathleen Hittner, MD.**

**ALSO PRESENT: Laurie K. Cullen, A.A.E., Executive Vice President; Brian C. Schattle, Senior Vice President of Finance and Administration/CFO; Peter A. Frazier, Chief Legal Counsel; and those individuals listed on the attendance sheet attached hereto.**

**1. Approval of the Minutes: Mr. Forte moved that the minutes of the Operations and Capital Committee Meeting of June 16, 2005 be**

**approved. Mr. Sangster seconded the motion. The motion was passed unanimously.**

## **2. Report from Chair, Operations and Capital Committee:**

**There was no report.**

## **3. Discussion Item:**

### **(a) Discussion of Capital Projects.**

**Ms. Cullen gave her monthly project update, which focused on the Land Acquisition Program at PVD, the PVD Draft Environmental Impact Statement (DEIS) and the PVD Terminal Entrance Bollards project. There was also an overview of the various projects at the general aviation airports. Mr. Forte asked for a brief update on the terminal improvement project at PVD and Ms. Cullen reported that work is progressing and Skanska is focusing on the public relations component of this project. Mr. Forte reported that he had recently met with the Mayor of Warwick who had complimented the Corporation for the open lines of communication on airport issues.**

**There was a brief discussion of the airport food and beverage concessions program.**

**Mr. Schattle gave a brief overview of a wildlife issue that had**

recently been identified in New England and the responsive measures implemented by the Corporation

**(b) Discussion of PVD Environmental Impact Statement (EIS).**

Ms. Cullen gave an update on the PVD Environmental Impact Statement indicating that work in the next several months will focus on the briefings for the purpose and need statement. There was discussion on the briefings and the forum for communicating with interested parties and the public.

**4. Action Items:**

**(a) Consideration of and Action Upon Award of Four Professional Services Agreements (PSA) for On-Call Environmental Services for the Rhode Island Airport Corporation.**

Ms. Cullen gave an overview of the project to the Committee noting that the request is that the Committee authorize the President and CEO, or his designee, to negotiate and execute Professional Services Agreements for On-Call Environmental Services with Fuss & O'Neill, Vanasse Hangen Brustlin, Inc., The Louis Berger Group and Levine Fricke, subject to final Board approval.

A motion was made by Mr. Sangster and seconded by Mr. Cianciolo to approve the following resolution:

**WHEREAS, RIAC conducted a Consultant Selection process for on-call environmental services for the six airports pursuant to RIAC's Procurement Rules; and**

**WHEREAS, a Consultant Selection Committee was formed pursuant to RIAC's Procurement Rules; and**

**WHEREAS, the Consultant Selection Committee received seven proposals and**

**recommends the firms of Fuss & O'Neill, Vanasse Hangen Brustlin, Inc, The Louis Berger Group, and Levine Fricke to perform On-Call Environmental Services for a one year period with up to two one-year extensions at the option of RIAC; and**

**WHEREAS, funding will be established on a task-by-task basis.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to negotiate and execute Professional Services Agreements for On-Call Environmental Services with (1) Fuss & O'Neill, (2) Vanasse, Hangen Brustlin, Inc, (3) The Louis Berger Group, and (4) Levine Fricke, subject to Board approval.**

**The motion was passed unanimously.**

**(b) Consideration of and Action Upon Award of Consultant Task Order for a Boundary Survey at T. F. Green Airport.**

**Ms. Cullen gave an overview of the project noting that the request is that the Committee authorize the President and CEO, or his designee, to negotiate and execute a Task Order with Vanasse Hangen Brustlin, Inc., to perform a boundary survey at T. F. Green Airport, subject to final Board approval.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolution:**

**WHEREAS, RIAC has recommended that the Board award a contract for On-Call Environmental Services to Vanasse Hangen Brustlin, Inc. (VHB); and**

**WHEREAS, it is RIAC's intent to request a scope and fee from VHB in an amount not-to-exceed \$120,000 to perform consultant services associated with the Boundary Survey at T. F. Green Airport; and**

**WHEREAS, the RIAC Fiscal Year 2006 Capital Improvement Program (CIP) budget includes \$120,000 to be funded through the General**

**Purpose Fund for this project; and**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO, or his designee, to negotiate and execute a Task Order with Vanasse Hangen Brustlin, Inc. for consultant services to perform a boundary survey at T. F. Green Airport in an amount not-to-exceed \$120,000, subject to execution of the Professional Services Agreement (PSA) and Board approval.**

**The motion was passed unanimously.**

**(c) Consideration of and Action Upon Award of Contract for the Procurement of a Four-Wheel Drive Tractor/Loader with Mower Attachment for the General Aviation Airports.**

**Mr. Schattle gave an overview of the project noting that the recommendation is that the Committee authorize the President and CEO to award a contract to Southworth Milton, Inc., for the acquisition of a four-wheel drive tractor/loader with mower attachment, subject to final Board approval. Mr. Schattle noted that this acquisition is budgeted in the FY 2006 Operating Capital Budget.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation is responsible for the maintenance and operation of airport facilities at the six Rhode Island Airports; and**

**WHEREAS, it has been determined that there is a need for a four-wheel drive tractor/loader with mower attachment; and**

**WHEREAS, the Rhode Island Airport Corporation has a Fiscal Year budget which provides funding for this purchase through its Operating Capital budget; and**

**WHEREAS, in June 2005, the Corporation issued an Invitation for Bids (IFB) for a four-wheel drive tractor/loader with mower attachment; and**

**WHEREAS, four submissions were received in response to the solicitation; and**

**WHEREAS, in compliance with RIAC Procurement Rules, the submissions were evaluated to determine both responsiveness and responsibility; and**

**WHEREAS, as a result of this evaluation, the recommendation is to award a contract to Southworth Milton, Inc. of Milford, Massachusetts in the amount of \$57,271.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO to award a contract to Southworth Milton, Inc. Milford, MA in the amount of \$57,271 for the acquisition of this four-wheel drive tractor/loader with mower attachment, subject to Board approval.**

**The motion was passed unanimously.**

**(d) Consideration of and Action Upon Award of Contract for the Procurement of a Four-Wheel Drive Tractor with Accessories and Trailer for the General Aviation Airports.**

**Mr. Schattle gave an overview of the project noting that the request is that the Committee authorize the President and CEO to award a contract to Tri-County Contractors Supply, Inc., for the acquisition of a four-wheel drive tractor with accessories and trailer, subject to final Board approval. Mr. Cianciolo asked if this acquisition was included in the MII projects and Mr. Schattle reported that it is not included because it is used at the general aviation airports. Funding for the equipment acquisition is in the FY 2006 Operating Capital Budget.**

**A motion was made by Mr. Cianciolo and seconded by Mr. Sangster to approve the following resolution:**

**WHEREAS, the Rhode Island Airport Corporation is responsible for**



**the maintenance and operation of airport facilities at the six Rhode Island Airports; and**

**WHEREAS, it has been determined that there is a need for a four-wheel drive tractor with accessories and trailer; and**

**WHEREAS, the Rhode Island Airport Corporation has a Fiscal Year budget which provides funding for this purchase through its Operating Capital budget; and**

**WHEREAS, in June 2005, the Corporation issued an Invitation for Bids (IFB) for a four-wheel drive tractor with accessories and trailer; and**

**WHEREAS, three submissions were received in response to the solicitation; and**

**WHEREAS, in compliance with RIAC Procurement Rules, the submissions were evaluated to determine both responsiveness and responsibility; and**

**WHEREAS, as a result of this evaluation, the recommendation is to award a contract to Tri-County Contractors Supply, Inc. of West Springfield Massachusetts in the amount of \$113,824.**

**NOW, THEREFORE, IT IS HEREBY RESOLVED AS FOLLOWS:**

**That the Committee hereby authorizes the President and CEO to award a contract to Tri-County Contractors Supply, Inc. West Springfield, MA in the amount of \$113,824 for the acquisition of this four-wheel drive tractor with accessories and trailer, subject to Board approval.**

**The motion was passed unanimously.**

**5. Future Meetings:**

**The next Operations and Capital Committee Meeting is scheduled for Wednesday, August 10, 2005 at 4:00 p.m., in the Mary Brennan Board Room, at T. F. Green Airport.**

**6. Adjournment:**

**Mr. Sangster moved to adjourn at approximately 3:33 p.m. Mr. Cianciolo seconded the motion. The motion was carried by acclamation.**

**Respectfully submitted,**

**James Forte, Chairman**

**Rhode Island Airport Corporation**

# **Operations and Capital Committee**

## **ATTENDANCE SHEET**

### **RHODE ISLAND AIRPORT CORPORATION**

### **OPERATIONS AND CAPITAL COMMITTEE MEETING**

**JULY 20, 2005**

<b>NAME</b>	<b>AFFILIATION</b>
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<b>Doug Dansereau</b>	<b>RIAC</b>
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<b>Joe DaSilva</b>	<b>RIAC</b>
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